



Town of Coupeville

4 NE Seventh ▪ PO Box 725 ▪ Coupeville WA 98239
360.678.4461 ▪ 360.678.3299 Fax ▪ www.townofcoupeville.org

Friday, December 14, 2018

Robert Teel
MuckRock News
Dept MR 59962
411A Highland Drive
Somerville, MA 02144

Re: Request for Public Records dated 08/25/18
Received by the Town on 08/27/18
Request Number: 18-013

Dear Robert Teel,

Please be advised that the Town considers an installment claimed, when payment is received. Pursuant to RCW 42.56.120, the Town is not obligated to continue to fulfill a request that is not claimed. Please remit payment upon receipt of this notice, and reference PRA #18-013. The Town will continue to work to fulfill this request once payment has been received for the third installment and you will be notified of the expected date of delivery of the fourth installment.

As a reminder, the Town can only accept cash or check payments.

Payment should be sent to:

**Town of Coupeville
PO Box 725
Coupeville, WA 98239**

The cost for providing records responsive to this request, to date, is detailed on the next page.

	Installment 1	Installment 2	Installment 3	Fees	Total Charge
Email Messages /Transmission Charge					
Scanned Documents		454	158	\$ 0.10	\$61.20
Electronic Files	554	400	22	\$0.05/4	\$12.20
Media - Data Disc	\$10.00*	\$10.00	\$10.00		\$30.00
Postage	\$2.66*	\$2.66	\$2.66		\$7.98
Total					\$111.38
Payments Received	09/25/18	11/06/18			\$52.64
Remaining Due					\$58.74

Please let me know if you have questions or concerns.

Sincerely,



Kelly Beech, Clerk-Treasurer
Town of Coupeville
4 NE 7th Street, PO Box 725
Coupeville, WA 98239
360-678-4461 ext. 7
clerktreasurer@townofcoupeville.org